

CITY OF ALLENTOWN

Pre-Sales Inspection Procedure

Program Effective January 31, 2008

In an effort to protect and improve the public health and safety of our residents and community, anyone who offers their property for sale or transfers title, whether voluntarily or involuntarily, must have their property inspected for compliance with the **City of Allentown Property Rehabilitation and Maintenance Code and the Zoning Ordinance**. If you are selling your property, please follow these simple steps to ensure you are complying with these requirements. We appreciate your cooperation as we strive to improve the quality of life in our great City.

1. **Request for Inspection:** Within **5 business days** of offering their property for sale, a seller must complete an application with payment to the **Office of Building Standards & Safety. Located at 641 S. 10th St Allentown, Pa 18103**
2. **Fees:** Sellers are responsible to pay the applicable inspection fee of **\$100 per property** at the time they request the inspection. This fee includes a free re-inspection, with a \$35 charge for each additional re-inspection thereafter. Sellers may submit an application to the Bureau providing sufficient proof of economic hardship. If approved, the fees shall be paid for at time of transfer of title.
3. **Pre-Sales Report:** Upon completion of the inspection, the public officer will prepare a Pre-Sales Inspection Report outlining all **Code Violations**. The **Pre-Sales Inspection Report** is valid for **1 year** from the date of inspection.
4. **Correcting Code Violations:**
 - a. If no violations are found upon inspection, the public officer will issue a **Certificate of Compliance** , to the seller, indicating **Code & Zoning** compliance.
 - b. If violations are found upon inspection, the seller has two options:
 - i. Correct the violations prior to the transfer of title. Notify the Bureau, and the public officer will then re-inspect the property. After all **Zoning and Codes** are complied, a **Certificate of Compliance** will be issued. Please allow a few days; or
 - ii. Provide a copy of the **Pre-Sales Report** to the buyer. The **buyer is responsible** for executing a notarized statement indicating they received the **Pre-Sales Inspection Report**, and that they agree to begin abating the violations within 30 days of purchase. If the property is a single-family, owner occupied, primary residence, the **buyer** has **6 months** from the **date of purchase** to correct the violations. The public officer will then re-inspect the property and issue a **Certificate of Compliance** indicating code compliance.

5. **Buyers Information Report:** Buyer must report the transfer information **Name, Address, Closing Date, and future use of property.** The information **must** be sent or faxed within **3 days of settlement** to the Bureau of Building Standards.

PHONE 610-437-7694 OR FAX 610-437-7693

www.allentownpa.org